

**JOB DESCRIPTION
FINANCE/TAX DEPARTMENT
CITY RECORDER/FINANCE DIRECTOR**

1. **JOB TITLE:** CITY RECORDER/FINANCE DIRECTOR
2. **DEFINITION:** The position of City Recorder/Finance Director is a top management position that is appointed by the City Council. This position is responsible for and provides assistance to the City Manager in all phases of the financial activities of the City related to budgeting, accounting, purchasing, tax collection and record keeping. Work involves the application of basic governmental accounting principles and state and federal reporting requirements and practices within the limits of policies and procedures established by the City. This employee must routinely use independent judgment when performing tasks. This employee is directly responsible to the City Manager. This employee serves at the will of the City Council. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens; and as Safety Sensitive, the employee will be subject to pre-employment, reasonable suspicion, post accident/incident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. This employee will safely operate a motor vehicle as well as office equipment including a personal computer, typewriter, calculator, facsimile machine, photocopier, and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. Work performed will generally be indoors in the City Finance/Tax Department. This employee will be required to attend meetings, seminars and training sessions both in and out of the office. All City vehicles and facilities are smoke-free.
4. **ESSENTIAL FUNCTIONS:**
 - a. Represents and assists the City Manager as requested, acting as third-in-command in the absence of the City Manager and Assistant City Manager.
 - b. Attends City Council meetings, calls roll, participates as needed and keeps minutes of proceedings.
 - c. Communicates effectively and courteously with the Mayor and Council, department heads, other employees and the public, in person, in writing or by telephone.
 - d. Serves as official custodian of City Records and City Seal.
 - e. Responsible for compliance with the Public Records law, including the record keeping, maintenance of originals of essential documents and production for inspection and copying to public records.
 - f. Prepares and distributes agenda for City Council meetings.

- g. Manages, supervises and evaluates the staff of the Finance/Tax Department.
- h. Oversees and directs the work of employees engaged in accounting functions.
- i. Establishes and enforces policies and procedures for the Finance/Tax Department.
- j. Assists in budget preparation, implementation and administration.
- k. Responsible for the letting of bids and maintains related files.
- l. Responsible for generating and/or maintaining accounting and financial records of all funds, including reconciling bank statements and invoices, financial reports, bond payments, drafting checks, accounts payable, accounts receivable, etc.
- m. Maintains all checking and savings account files.
- n. Prepares bank deposits and withdrawals.
- o. Responsible for receipt and investment of funds from revenues, taxes, fines, fees, etc. and maintains all related records.
- p. Oversees and maintains all records relative to the collection of property taxes and business taxes, including the filing and collection of delinquent taxes.
- q. Issues beer permits, keeps related records and acts as hearing officer to the Beer Board.
- r. Attends other Board or Commission meetings as needed.
- s. Works with auditors to ensure a clean and accurate audit.
- t. Prepares and files various reports with federal and state agencies.
- u. Makes deposits of social security and federal tax withholding and prepares reports.
- v. Researches, plans, develops and implements new and existing programs or projects as directed by the City Manager.
- w. Prepares monthly and special finance and accounting statements and reports.
- x. Researches information and prepares written reports as directed.
- y. Safely operates an automobile for the purpose of attending meetings, making bank deposits, visiting departments located off-site of City Hall, purchasing trips to vendor locations and any other travel assigned.

5. EXAMPLES OF OTHER WORK TO BE PERFORMED:

- a. The employee may be required to lift and move heavy objects such as journals and reports.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Graduation from an accredited college or university with major course work in accounting and business administration.
- c. Possesses the designation of Certified Public Accountant (CPA) and be licensed to practice in the State of Tennessee preferred.
- d. Must be certified as a Certified Municipal Finance Officer (CMFO) by the State of Tennessee or obtain certification within two (2) years of employment.

- e. Five (5) years of professional level accounting experience; experience in governmental accounting and auditing preferred.
- f. Must have ability to become certified as a City Recorder by the State of Tennessee.
- g. Must have legal authorization to work in the United States of America.
- h. Must pass a pre-employment drug and alcohol screen.
- i. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate an automobile.
- j. Must maintain automobile liability insurance on vehicle used to perform job duties for the City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- k. Must be capable of being bonded.
- l. Must not have been convicted of or pleaded guilty to or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state law or city ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.
- m. Must not have been convicted of, pleaded guilty to or entered a plea of *nolo contendere* to any misdemeanor charges involving DUI/DWI, alcohol or drugs within the past five (5) years.
- n. Not have been discharged or released under any other than Honorable Discharge from any of the armed forces of the United States.
- o. Knowledge of or the ability to learn administrative duties required in the operation of the Finance/Tax Department.
- p. Knowledge of current governmental accounting practices.
- q. Knowledge of current principles and procedures of financial auditing.
- r. Knowledge of procedures of capital and operating budget preparation and administration; ability to monitor and control the budget.
- s. Ability to make sound financial and budgetary decisions.
- t. Ability to analyze and resolve complex financial problems.
- u. Ability to analyze debt and to understand and respond to financial forecast.
- v. Ability to manage cash flow and wisely and judiciously invest funds to achieve good financial returns.
- w. Knowledge of the principles and practices of organizational and document management.
- x. Have a good reputation for and ability to maintain confidentiality and honesty.
- y. Ability to exercise good judgment in evaluating situations and making decisions.
- z. Ability to effectively manage, supervise and evaluate assigned personnel.
- aa. Ability to coordinate, delegate and negotiate.
- bb. Ability to plan, implement and evaluate programs.
- cc. Good human relation skills with the ability to communicate effectively in English with the public, elected officials, members of boards and commissions, department heads and other employees of the City.
- dd. Excellent communication skills, both written and oral.

- ee. Ability to establish and maintain effective working relationships with other employees and the general public.
- ff. Ability to conduct meetings and prepare reports.
- gg. Knowledge of or the ability to learn City operations, policies and procedures.
- hh. Ability to learn new job-related concepts, rules and procedures.
- ii. Knowledge of modern office practices, procedures and equipment with a working knowledge and the ability to use personal computers and standard word processing programs, including Microsoft Word, Excel and Access.
- jj. Knowledge of computer accounting methods, data processing practices and procedures.
- kk. Significant experience with computerized accounting systems.
- ll. Ability to report to work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- mm. Ability to perform occasional overtime and to attend City Council and other meetings outside of regular working hours.
- nn. Ability to perform these duties for an entire workday.
- oo. Ability to lift and move objects weighing twenty-five (25) pounds.

Exempt
Safety Sensitive
August 29, 2007